

2014.01.13 09:44:50

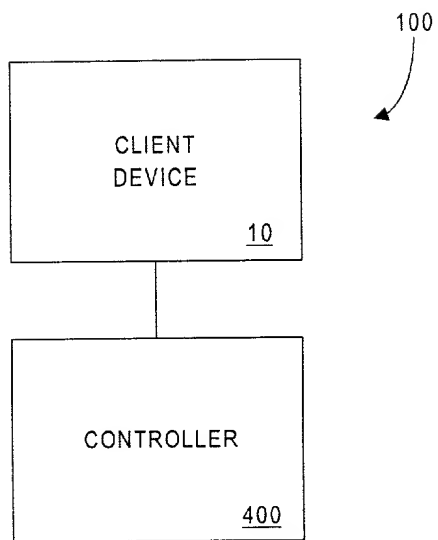


FIG. 1

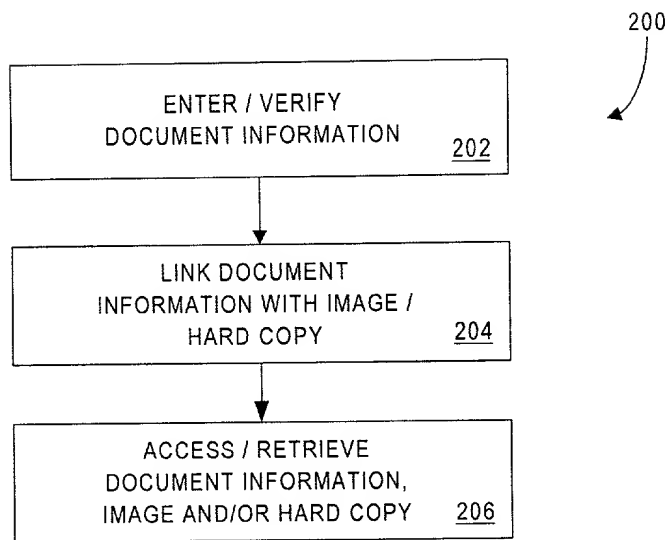


FIG. 2

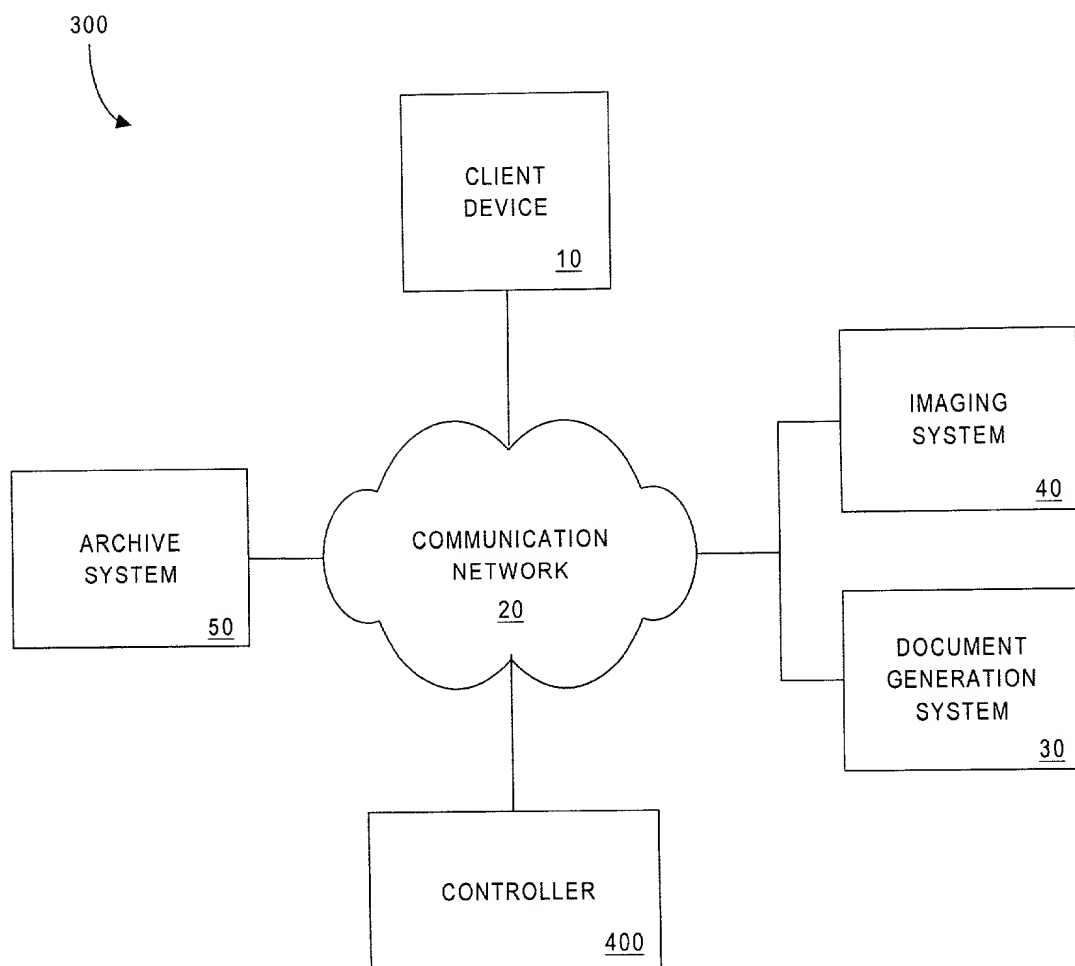


FIG. 3

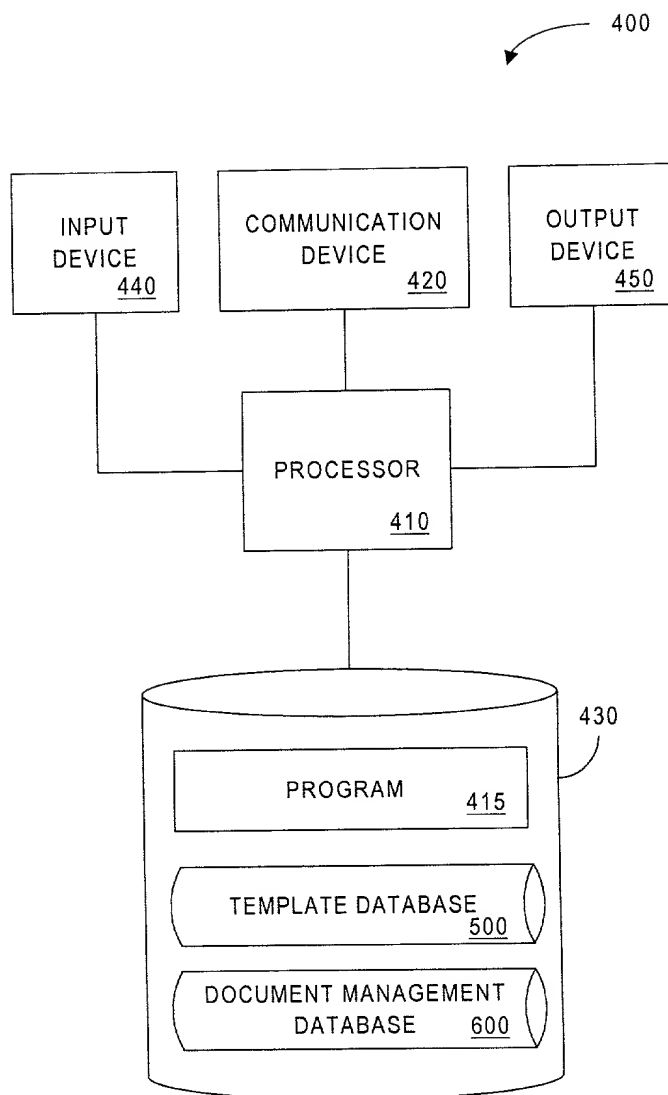


FIG. 4

500

TEMPLATE IDENTIFIER	COLLECTION	FILENAME
<u>502</u>	<u>504</u>	<u>506</u>
T001	DEFAULT	T001.HTML
T002	CONTRACTS - CONFIDENTIALITY	T002.HTML
T003	CONTRACTS - SOFTWARE AGREEMENTS	T003.WD
T004	CONTRACTS - EMPLOYMENT AGREEMENTS	T004.HTML

FIG. 5

600 →

RECORD IDENTIFIER	COLLECTION NAME	FILE NAME	PRIMARY SUBCATEGORY	SECONDARY SUBCATEGORY	TERTIARY SUBCATEGORY	LOCATION INFORMATION	CREATION INFORMATION	MEDIA TYPE	ARCHIVE INFORMATION
<u>602</u>	<u>604</u>	<u>606</u>	<u>608</u>	<u>610</u>	<u>612</u>	<u>614</u>	<u>616</u>	<u>618</u>	<u>620</u>
D0001	CONTRACTS - VENDOR	BETA TEST	MICROSOFT CORPORATION	EXECUTED TEST AGREEMENT	DEAD	ARCHIVED; IRON MTN (BX 111-111)	JOE DOE, ESQ.; 1/1/98, NYLEGAL	PAPER	DESTROY 1/1/2008
D0002	CONTRACTS - VENDOR	CLIENT ACCESS	MICROSOFT CORPORATION	EX. CLIENT ACCESS AGMT	FINANCIAL PRODUCT	NY; 21 FLR, RM 2101, SHELF	JOE DOE, ESQ.; 5/1/01; NYLEGAL	D0002.PDF, PAPER	DESTROY 5/1/2011
D0003	CONTRACTS - CONFIDENTIALITY	SMALL CO	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	2000 (12-27)	SHELF	12/27/2000	D0003 PDF, D0003 DOC	
D0004	CONTRACTS - CONFIDENTIALITY	LARGE CO	CONFIDENTIALITY AGREEMENT	EXECUTED AGREEMENT	2001	LONDON; SHELF	1/1/2001	D0004.DOC; PAPER	DESTROY 1/1/2011
D0005	CONTRACTS - EMPLOYEE	JOHN DOE	EMPLOYMENT AGREEMENT	UNSIGNED AGREEMENT		HR; SHELF	1/1/1998	PAPER	

FIG. 6

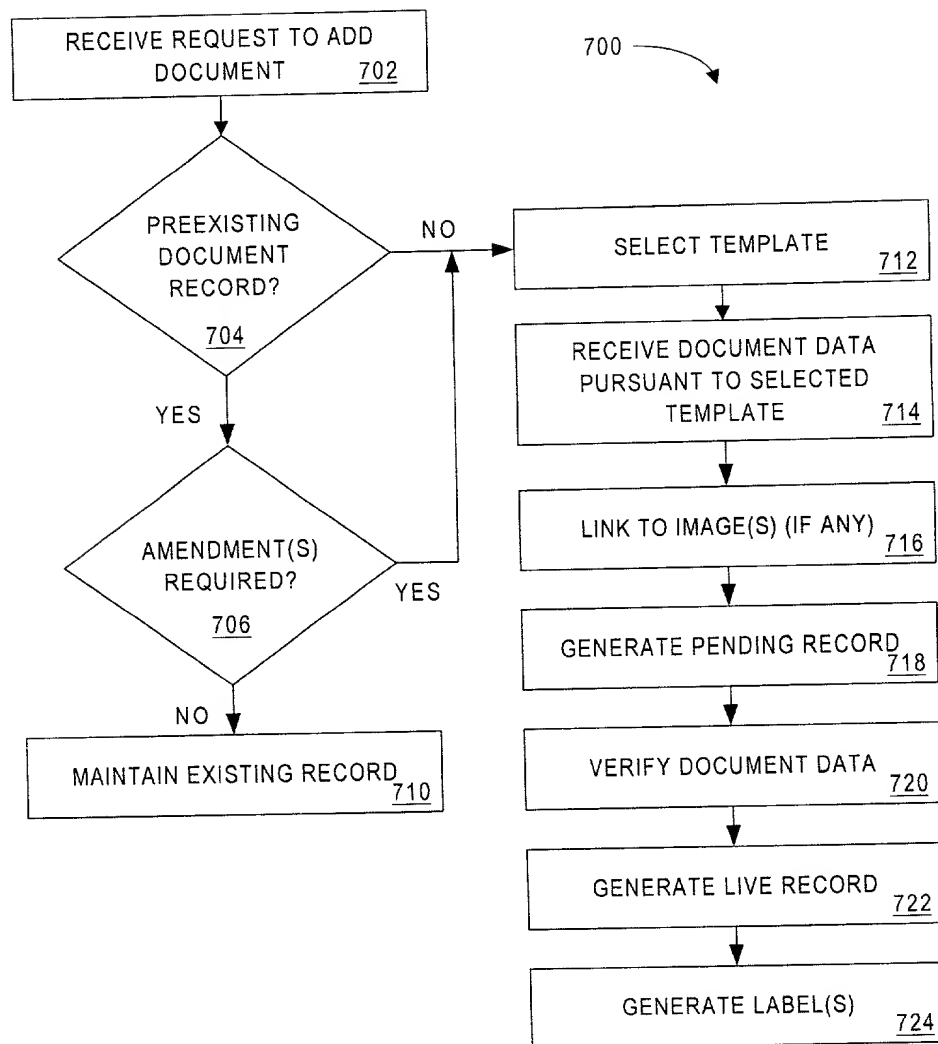


FIG. 7

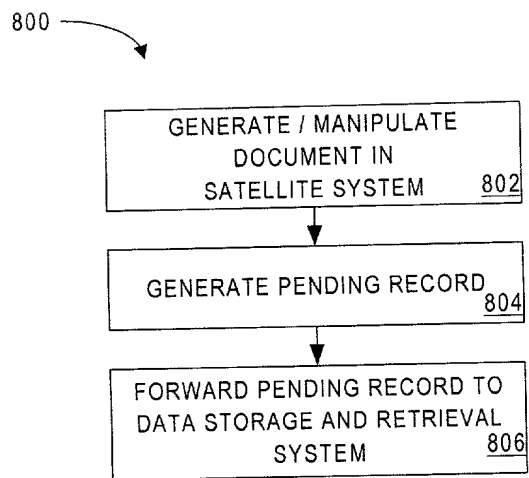


FIG. 8

55044660

900

902

LIMS: Legal & Compliance Information Management System
Insert New Record 552319

Collection: Collection Abbreviation: N/A

☒ Other FileName:

☒ Other Primary Subcategory:

☒ Other Secondary Subcategory:

Tertiary Subcategory:

Related Information: More Information

904

906

Volume Number:

Date Opened:

Record Status:

Date Closed:

Attorney Name:

VP Analyst Name:

Cross Reference: More Information

Subcategory Indentation:

Number of Labels:

Unit Location:

Archive Information: More Information

Retention:

Plan Destroy Date:

Destroy Authorized Date:

Destroy Authorized ID:

Document ID:

Special Indicator:

Region:

Dept:

Document Origin:

FIG. 9